

**THE COMMONWEALTH OF MASSACHUSETTS**

Public Employee Retirement Administration Commission  
John W. McCormack Building, Room 1101  
One Ashburton Place, Boston, MA 02108  
(617) 727-9380

**M E M O R A N D U M**

TO: Retirement Boards That May Not Be Automated

FROM: Robert F. Stalnaker, Executive Director

RE: Submission of Disabled Retiree Data

DATE: December 18, 1997

In order to update the disability database that PERAC will use to process the 1997 Earnings Statements of disabled retirees, retirement boards must submit basic information, as of December 31, 1997, about each of their accidental and ordinary disability retirees.

When your retirement board submitted this information in 1997 for data, as of December 31, 1996, you used paper forms designed by PERAC. We will soon send you a printout of your information. If you are continuing to use manual methods to maintain your membership records, please review the printout. Space has been provided for you to correct any inaccuracies that you find in the data and to update it as of December 31, 1997. IF A RETIREE'S ADDRESS HAS CHANGED, PLEASE RECORD THE NEW ADDRESS. IT IS IMPORTANT FOR YOU TO ADD INFORMATION ABOUT ANY MEMBERS WHO RETIRED UNDER ACCIDENTAL OR ORDINARY DISABILITY DURING 1997. PLEASE ALSO ADVISE US ABOUT ANY OF YOUR DISABLED RETIREES WHO PASSED AWAY AFTER 1996. Return the printout to the attention of Sandra Jones at the above address by January 22, 1998 so that we can enter your updates into our database.

If your board's operations are now automated, please review the attached document for the file format that governs the submission of disability data on tape or diskette.

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TO: Retirement Boards That May Not Be Automated  
FROM: Robert F. Stalnaker, Executive Director  
RE: Submission of Disabled Retiree Data  
DATE: December 18, 1997

Automated boards must submit the required information on tape or diskette to Paul LaLiberte at the above address no later than January 15, 1998. If you have any questions of a technical nature about your data files and PERAC's required format, please contact Paul (617-727-9380, extension 646).

Retirement boards will no longer be involved in mailing Earnings Statements. PERAC will mail the Annual Statement of Earnings forms directly to disabled retirees during the first week of March of 1998.

Your timely submission of your disabled retiree data to PERAC is a key element in PERAC's generation of an accurate mailing. A copy of the revised Annual Statement of Earnings Form and related instructions will be shared with retirement board personnel so that you can become familiar with the information PERAC will mail to the disabled retirees.

Please note that a frequently asked question and answer section about disabled retirees' earnings and the required reporting process will be added to PERAC's Internet Home Page. ([www.state.ma.us/perac/](http://www.state.ma.us/perac/)) If an earnings question of a general nature comes up that has not been answered on our Home Page, please contact Sarah Kelly (617-727-9380, extension 625). We can easily add more questions and answers.

Thank you for your continued cooperation in this matter.

## **DISABILITY RETIREE INFORMATION TO BE SUBMITTED BY RETIREMENT BOARDS**

**ANNUAL SUBMISSION:** by January 15 of each year

**MEANS OF REPORTING:** 9 track tapes or 3 1/2 inch or 5 1/4 inch diskettes

**FILE SPECIFICATIONS:** fixed width, flat ASCII file

**RECORDS TO BE INCLUDED:** all disabled retirees to whom a retirement allowance was paid during 1997 (during the entire year or any portion thereof)

<b>Description</b>	<b>Field</b>	<b>Type</b>	<b>Position</b>	<b>Length</b>
Board Number	BrdNumb	Numeric	1	3
Retiree SSN	RetSSN	Text	4	9
Last Name of Retiree	Lname	Text	13	30
First Name of Retiree	Fname	Text	43	25
Initial	Init	Text	68	1
Last Name of Guardian	LGName	Text	69	30
First Name of Guardian	FGName	Text	99	25
Initial	Ginit	Text	124	1
Address Line 1	Addr1	Text	125	30
Address Line 2	Addr2	Text	155	30
Address Line 3	Addr3	Text	185	30
City	City	Text	215	30
State	State	Text	245	2
Country	Ctry	Text	247	30
Postal Code	Zip	Text	277	9
Date of Birth	DOB	Text	286	8 (mm/dd/yyyy)
Date of Retirement	DOR	Text	294	8 (mm/dd/yyyy)
Type of Retirement	TOR	Text	302	3 (ORD or ACC or 006 or 007)
Annuity*	Annuity	Numeric	305	9 (7.2 implied)
Pension**	Pension	Numeric	314	9 (7.2 implied)
Dependency*	Depend	Numeric	323	9 (7.2 implied)
W.C. Offset*	WCO	Numeric	332	9 (7.2 implied)

\*Provide annualized figures.

\*\*The annualized Pension figure should be inclusive of all COLA's allotted to date.